

RFP NO. BEN-08-007
EMPLOYMENT ADVANCEMENT FOR TANF PARTICIPANTS
QUESTIONS AND ANSWERS
Week of August 6-10

1. **Question:** What do we need to include to document community partners?

Answer: Memorandums of understanding or other forms of agreement *should* but *do not have to* be included. What is required in Section V, Community Partners and Documentation, is a short description of what each partner offers to the project with an authorized signature.

Documentation of Partnerships

Applicants should provide evidence in the proposal related to community collaboration and the use of community services in service delivery. Proposals should include copies of their interagency agreement(s) or other comparable documents to demonstrate such collaboration. If other agencies are specifically responsible for implementing portions of the proposal, this should be defined in the Narrative section and reflected in an agreement.

2. **Question:** In Section III, part C. under 1, what does it mean by References for related past work?

Answer: You could use letters of support from previous partners or just a list of references for like projects.

Reference: a previous or current partner or associate who is in a position to recommend another or to vouch for its fitness, as for a job, to include, but not limited to a statement about a person's qualifications, character, and dependability.

3. **Question:** Can we use copies of the Partner Agreements forms?

Answer: Only one original Partner Agreement with signature is required; however, you do need to submit 9 copies of the original.

4. **Question:** Since the grant is for only 10 months, how do I project yearly job retention?

Answer: The job retention numbers would run into the next grant period.

5. **Question:** For those with existing grants, do we start over with projected numbers at the beginning of the new grant period, or do we continue adding on to the numbers of the current grant?

Answer: You would use the expected number of participants anticipated to be in the existing program on December 1, 2007, the beginning of the new grant period, and add that number to the projection of new participants for the new grant period.

6. **Question:** How many sets of exhibits are required?

Answer: Only one set is required.

Optional: Applicants may also submit one set of exhibits of past or current work related to the proposal. Such exhibits could include but are not limited to a brochure, PowerPoint presentation, video, and other documents that reflect organizational capabilities and/or the type of services proposed. If the applicant elects to send a set of such exhibits these should go in the left pocket of one of the 3 folders containing original signatures. Use a separate envelope if needed.

7. **Question:** Would the cost of advertising for staff be acceptable?

Answer: The cost of advertising would only be acceptable if it occurs after the grant begins. No expenses incurred prior to the beginning date of the grant are allowed.

8. **Question:** Could you define purchase services and give an example?

Answer: Purchased services would be contracts with outside vendors to provide services. For instance, you could use an organization to find employment placements. (See Section V of the RFP).

Implementation through purchased services where some or all services could be provided from a set of individual vendors such as psychologists, licensed social workers, employment service organizations, and centers for independent living that typically offer services on a unit/per person basis. Other organizations such as community services boards, domestic violence service providers, and/or community action agencies may also be able to offer services on a fee basis.

9. Question: What does “No Direct Services” mean?

Answer: No direct services refer to existing local department of social services staff that have other functions. For example, a VIEW staff could not split her time between VIEW and this grant. Restricted positions (grant funds used to hire and continuation of employment depended on the grant) are permissible. (See Section VIII, Use of Funds).

10. Question: What are Indirect Costs?

Answer: Indirect costs are those incurred by the local department of social services managing the grant. For instance, preparing the quarterly report and maintaining the financial records of the grant could be charged to indirect costs.

11. Question: On page 50, Describe the Organizational Staff and Provider Qualifications, what is needed for “a” through “e”?

Answer:

- a) the organizations experience; b) the outcomes of prior similar work;
- c) the credentials and experience of staff;
- d) a list of references of partners or others for which the organization has provided services; and
- e) exhibits or documents representing past or current work such as a newspaper article, a pamphlet, or a letter of thanks from a participant who was helped to obtain employment.

RFP Section III, C. 1.

- a. **Experience** (Include work with the TANF population) and credentials of organization(s) related to proposed scope of work (including providers to be funded.)
- b. **Documentation of results (outcomes) of prior comparable work** (Applicant and providers to receive funds.)
- c. **Experience (including work with the TANF population) and credentials of staff** (Including funded providers.)
- d. **References for related past work** (List in Attachments.)
- e. **Exhibits/documents of past/current work** (Related to Proposal.)

12. Question: What is the definition of statewide coverage?

Answer: If you are serving participants throughout the state, but not necessarily in all localities, that would qualify as statewide. In other words, your program would not be limited to a region.

As noted previously [in the RFP], statewide coverage is an important consideration for the Department to increase services available to TANF participants and to support enhanced efforts to meet ADA requirements. Proposals should cover as many geographic jurisdictions as feasible to support statewide services and for economies of scale.